

DEPARTMENT OF TOURISM

National Capital Region

Telefax: 8553-3530

Direct Line: 8553-3531/09202909993

Email: dotncr.bac@tourism.gov.ph

Date: March 31, 2025

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price (s) on the following items:

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE				
		TOUR OPERATOR					
One (1)	Lot	PROJECT NAME : CONDUCT OF COMMUNITY GUIDING SEMINAR					
		<div><div>I. BRIEF BACKGROUND:</div><div><p>Intramuros, also known as ‘The Walled City’, is a home to various restaurants, schools, parks, and churches dating back to the sixteenth century which played significant role in the history of the Philippines. Today, Intramuros is one of the most visited historical tourist destinations in Metro Manila and was named as “Asia’s Leading Tourist Attraction” in 2024.</p><p>Despite this, challenges and complaints still arise. Intramuros Administration highlighted that they are experiencing shortage of professional tour guides brought about the massive influx of foreign and domestic tourists. Further, many tourists are left disappointed and some filed complaints due to bad experiences with their tour guides’ lack of in-depth knowledge on the historical sites and poor communication skills.</p></div></div>					
		<div><div>II. OBJECTIVES:</div><div><ul style="list-style-type: none"><li>To equip the participants with the knowledge and ability to assist, facilitate, entertain, and guide the tourists and visitors who will visit Intramuros; and</li><li>To improve livelihood opportunities and enhance resource capability</li></ul><div><div>Gender Development Objectives:</div><div><div>✦ Promote equal opportunities for men and women to receive training and be employed in the tourism industry;</div></div></div></div></div>					
		III. TARGET PARTICIPANTS					
		<div><div>Target Participants :</div><div>Thirty (30) Non-Accredited Tour Guides</div><div>Five (5) Facilitators from DOT-NCR, IA and Speakers</div><div>Organizer :</div><div>Department of Tourism - National Capital Region</div><div>Implementation Date :</div><div>April 22-25 &amp; 28-30, 2025</div><div><div>(*subject to change due to the availability of speakers, venue to be agreed upon by the DOT-NCR and the supplier/service provider in coordination with the concerned LGU/stakeholders)</div></div><div>Duration :</div><div>Seven (7) days (56 hours) Training</div><div>Area :</div><div>Venue within Intramuros, Manila</div><div>Components :</div><div>Face-to-face Training</div></div>					
		IV. METHODOLOGY					
		<div><div>To ensure the effectiveness of the assessment, the following methodology will be utilized:</div><div><div><div>- Lecture / Presentations</div><div>- Group Exercises / Workshop</div><div>- Community Immersions/ Teaching Tour</div><div>- Mock Tour Examination</div></div></div></div>					
		V. SCOPE OF WORK / DELIVERABLES :					
		<div><div>TRANSPORTATION</div><div><div>DOT Office and Points in Metro Manila and Vice Versa:</div><div><div>- 1 Van Hire - DOT Office to any point in Metro Manila and Vice versa</div><div>- 1 unit of air-conditioned van</div><div>- Inclusive of: Driver, Driver’s Meals, Fuel, Parking, Toll Fees, Driver’s Fee</div><div>- 9,200.00/day x 7 days = 64,400.00</div></div></div><div><table><tr><th>DATE</th><th></th></tr><tr><td>April 22, 23, 24, 25, 28, 29, and 30, 2025</td><td>1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)</td></tr></table></div></div>	DATE		April 22, 23, 24, 25, 28, 29, and 30, 2025	1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)	
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	<div><div><b>SPEAKER'S HONORARIUM</b></div><div>- Facilitate payment for speakers based on their number of hours of service rendered.</div><table><tr><td><b>Speaker's Honorarium</b> (Php1,200/ hour)</td><td>67,200</td></tr><tr><td>- Speakers – Php 1,200 x 48 hours</td><td></td></tr><tr><td>- Rater – Php 1,200 x 8 hours</td><td></td></tr></table><div><div><b>MEALS</b></div><div>- Provide Packed-Lunch and PM Snack for the (30) participants.<div><div>• Must include refreshments such as bottled waters or juices.</div></div></div><div>- Provide AM Snack, Lunch and PM Snack for the (5) Facilitators and Speaker<div><div>• Must include refreshments such as bottled waters or juices.</div></div></div></div><table><tr><td><b>Meals</b> - AM Snack, Lunch and PM Snack (DOT-NCR Team, Facilitator and Speaker)  (Php 220 x 3 x 5 pax x 7 days = Php 23,100)  - Lunch and PM Snack (Participants)  (Php 220 x 2 x 30 pax x 7 days = Php 92,400)</td><td>115,500</td></tr></table><div><div><b>GIVEAWAYS</b></div><div>- Sourcing of seven (10) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.</div><div>- Branding Wear for Participants (30 pcs Dri-Fit Uniform)<div><div>o Sizes to follow</div></div></div></div><div><div><b>COMMUNICATION EXPENSE</b></div><div>For the project officer to be used for communication and WIFI</div><table><tr><td><b>Communication Expense</b></td><td>300.00</td></tr></table><div><div><b>PRINTING / COLLATERAL EXPENSES</b></div><div>- Provision of (2) two laser cartridges<div><div>o Laser Cartridge: HP 206A Black W2110A</div></div></div></div><div><div><b>OFFICE SUPPLIES</b></div><div>- Provision of the following:<div><div>o Lapel Microphones</div><div>o A4 Size Bond Paper = Php 259 x 5 reams = Php 1,295.00</div></div></div></div></div></div>	<b>Speaker's Honorarium</b> (Php1,200/ hour)	67,200	- Speakers – Php 1,200 x 48 hours		- Rater – Php 1,200 x 8 hours		<b>Meals</b> - AM Snack, Lunch and PM Snack (DOT-NCR Team, Facilitator and Speaker)  (Php 220 x 3 x 5 pax x 7 days = Php 23,100)  - Lunch and PM Snack (Participants)  (Php 220 x 2 x 30 pax x 7 days = Php 92,400)	115,500	<b>Communication Expense</b>	300.00							
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		GRAND TOTAL	₱287,965.00	
		REQUIREMENTS FOR SUPPLIERS		
		<div>a. Duly registered Philippine company with appropriate government Agency.</div> <div>b. Willing to engage in “send bill” arrangement</div> <div>c. Preferably with Land Bank of the Philippines account with an office in Metro Manila</div>		
		VII. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS		
		<div>1. Current Mayor’s/Business Permit</div> <div>2. PhilGEPS Registration Number</div> <div>3. DOT-Accreditation Certificate</div> <div>4. Duly Notarized Omnibus Sworn Statement</div>		
		<div>APPROVED BUDGET FOR THE CONTRACT (ABC)</div> <div>Php <u>287,965.00</u></div> <div>Pesos : Two Hundred Eighty-Seven Thousand Nine Hundred Sixty-Five Only</div> <div><small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</small></div> <div><small>net upon completion of the project and delivery of all requirements as agreed upon.</small></div> <div><small>Government procedure and subject to appropriate government taxes</small></div>		
		<div>Contact Persons:</div> <div>Mr. Mark Ryan Isidro – <a href="mailto:mjisidro@tourism.gov.ph">mjisidro@tourism.gov.ph</a></div>		
		<div>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:</div> <div>DOT NCR BAC SECRETARIAT</div> <div>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</div> <div>7840 Makati Avenue, Poblacion, Makati City</div>		
		Note: Deadline of submission is on April 07, 2025 at 8:00am		

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

Email ADDRESS

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME